City Council Agenda Item Request

Submit to Clerk's Office
No later than 30 days before proposed Council meeting

1. **Date submitted to Clerk's Office:** March 2, 2026

2. **Primary contact person and Department requesting agenda item:** Elise Lewis, Police

3. **Requested Council meeting date:** April 14, 2026

4. **Subject:** Contract with US ISS Agency, LLC for a Police Applicant Background Check and Polygraph Testing Provider

5. **Action Requested:** Adoption of a resolution to allow the City Manager to execute on behalf of the City of Asheville a contract, to include two optional renewals, not to exceed $360,000 with US ISS Agency, LLC for a Police Applicant Background Check and Polygraph Testing Provider, utilizing the pricing offered through North Carolina Sheriff's Association cooperative contract 26-03-0521, First Responder Supplies and Equipment.

6. **Note if time sensitive, and why:** Yes, our current contract with US ISS Agency, LLC expires April of 2026

7. **Potential fiscal impact(s) - if known by staff at time of request:** Funding for this contract is available in the Asheville Police Department operating budget.

8. **Identify all vendor outreach for Minority & Women Owned Business Enterprises (MWBE).** Not applicable. US ISS is a selected vendor of the North Carolina Sheriffs' Association (NCSA) Cooperative Purchasing Program.

9. **Identify all Boards, Commissions and Council Committees with tentative dates - add in the vote and recommendation from each Board:** Public Safety Committee - March 26, 2026 - 2-0 approval to move forward to City Council

10. **Identify key issues:**
    - The Asheville Police Department (APD) is requesting approval from Council to contract with US ISS Agency, LLC to provide police applicant background checks and polygraph testing services.
    - US ISS is a selected vendor of the North Carolina Sheriffs' Association (NCSA) Cooperative Purchasing Program.
    - All Police Officer candidates and Civilian employees that work for APD must pass a background investigation and polygraph test before they are hired.
    - APD is currently understaffed and does not have sworn administrative staff available to complete these hiring functions given the volume of new personnel needing to be vetted for hire.
    - APD has also found having a dedicated vendor performing these processes has shortened turnaround time from APD working these internally with current limited staff.
    - APD will execute a contract to include two optional renewals, planning to encumber $120,000 each year.